

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2003-95	Opening Date:	06-11-2003	Closing Date:	06-23-2003
Position/Position Number:	HEALTH SYSTEMS SPECIALIST GS-671-13 (#6245)	Organizational Location:	CHIEF OF STAFF TEMPLE ICF		
Salary Range:	\$67,143 - \$87,289 PER ANNUM (INCLUDES 8.64% LOCALITY COMPARABILITY PAY)	Area of Consideration:	VA WIDE		

Duties and Responsibilities:

The incumbent serves as a Health Systems Specialist to the Chief of Staff, and is responsible for administrative and managerial functions within the office of the Chief of Staff. The incumbent is an integral part of the management team and participates in the overall planning for the System's operation. This includes budget planning, staff requirements, space assignments, equipment, and projects for specialized medical problems, and the incumbent is charged with responsibility for coordinating and reconciling needs of administrative and patient care services in these projects. The incumbent's administrative responsibilities include acting as a resource person to furnish interpretation and references on current VA regulations, recommending selections for promotions and appointment, initial and approving training details and other like general functions. Managerial functions include decisions or recommendation on program staffing; organization, and function of special medical programs; organizational improvement; projects or programs to be initiated, dropped, or curtailed; resolutions of differences between subordinates and chiefs; changes in delegated authority; and other related functions. Incumbent is responsible for assuring content accuracy, formulating, and coordinating all medical-administrative policies required for proper operation of the System. This requires a broad knowledge of Joint Commission on Accreditation of Health Care Organizations (JCAHO) and VA policies and regulations. The incumbent serves on committees as appointed by the Chief of Staff. Acts as liaison between the professional services and supporting services on matters of an administrative nature.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service. At the GS-13 level, must have one year specialized experience equivalent to at least next lower grade level of GS-12. Specialized experience is experience, which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position to be filled. **MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT GS-12 LEVEL IN FEDERAL SERVICE.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of the operations of a health care organization and the principles and practices of health care management, including planning, identifying, resolving and implementing complex management programs and policies.
- Knowledge of and ability to interpret VA laws, rules, regulations, policies, guidelines and Joint Commission Accreditation of Health Care Organization (JCAHO) standards relating to health care systems.
- Ability to communicate effectively in writing for a variety of purposes (technical reports, policy statements and recommendations.)
- Ability to establish and maintain oral communication with individuals and groups with divergent backgrounds.
- Ability to use independent judgment to determine specific priorities and the most appropriate methods to accomplish the objectives.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. **VA FORMS 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BUILDING 162, BY CLOSE OF BUSINESS ON THE CLOSING DATE OF ANNOUNCEMENT.** Please refer questions to Mary P. Doerfler, Staffing Specialist, at extension 39-4434.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A NON-BARGAINING UNIT POSITION. CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.